

STIFFKEY PARISH COUNCIL

Chairman:- Councillor M. Williams

Vice-Chairman:- Councillor J. Lawrence



MINUTES OF THE MEETING OF STIFFKEY PARISH COUNCIL HELD ON MONDAY 13TH MAY, 2024 AT 7.35 PM IN STIFFKEY VILLAGE HALL

Present:-

Chairman – Cllr. M. Williams, Vice-Chairman – Cllr. J. Lawrence,
Cllr. P. Harrison, Cllr. A. Hooper, Cllr. R. Husain and Cllr. J. Sugden.

District Councillor – Victoria Holliday.

PC – Johnathan Kentfield

Julie Chance – Locum Clerk.

Eight members of the public also attended the meeting.

1. ELECTION OF CHAIRMAN

1.1 It was **AGREED** to elect Cllr. M. Williams as Chairman to Stiffkey Parish Council. The Chairman completed and signed the Declaration of Acceptance Form witnessed by the Locum Clerk.

2. ELECTION OF VICE-CHAIRMAN

2.2 It was **AGREED** to elect Cllr. J. Lawrence as Vice-Chairman to Stiffkey Parish Council. The Vice-Chairman completed and signed the Declaration of Acceptance Form witnessed by the Locum Clerk.

Locum Clerk:- Julie Chance, Pine Lodge, Gimingham Road, Trimmingham, Norfolk, NR11 8HP
Telephone No:- 07305048062
Email:- clerkstiffkey@gmail.com

3. MINUTES OF THE MEETING HELD ON MONDAY 25TH MARCH, 2024.

The Minutes of the meeting held on Monday 25th March 2024, having been circulated were taken as read.

The Locum Clerk apologised that she had not worded item 16.8 correctly in the minutes. The wording “Cllr. Sugden will lead the fundraising effort and liaise with Stiffkey Stores” was intended to mean under the umbrella of the Healthy Stiffkey Working Group once discussed and recommended to Full Council for agreement.

The minutes were **AGREED** with this amendment and signed by the Chairman.

4. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. P. Claydon and County Councillor M. Dalby.

5. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

None received.

6. GENERAL POWER OF COMPETENCE

It was **AGREED** to adopt the General Power of Competence.

7. PUBLIC PARTICIPATION

A member of the public expressed concern that The Greenway has not been repaired to an acceptable standard. The Greenway is an unadopted road and as such Norfolk County Council will only maintain to a minimum standard. This matter will be placed on the next agenda for further discussion about the possibility of the road being adopted.

A member of the public enquired who is responsible for maintaining financial records and expressed concern that the Internal Auditor’s Report highlighted the fact that adequate records had not been maintained since May 2023. The Members said it was the responsibility

of the Clerk and Members and all records are now in place following the appointment of the Locum Clerk.

8. COUNTY AND DISTRICT COUNCILLORS' REPORTS

8.1 County Councillor's Report:- Circulated. Noted. The report is lengthy and a copy can be obtained from the Clerk on request.

8.2 District Councillor's Report:- Attached. Appendix A. District Councillor Holliday said that she will raise the issues of the Community First Responders funding for uniforms at the next meeting of the Integrated Care Board's Primary Care Commission Committee.

District Councillor Holliday will forward some information concerning carbon footprint to the Clerk. District Councillor Holliday mentioned that the WWF (World Wildlife Fund) has a good online carbon footprint calculator that is free to use.

District Councillor Holliday thanked Cllr. A. Hooper for her efforts in campaigning to keep Blakeney Surgery open.

9. PLANNING

The Clerk circulated the following Certificate of Lawfulness applications.

EF/24/0688 – The Old Military Camp, Greenway, Wells-next-the-sea – Permission required.

CL/24/0756 – 14 Wells Road, Stiffkey – Lawful Use.

10. STIFFKEY BRIDGE

It was reported that the pre-application was submitted to North Norfolk District Council on 28th March. District Councillor Holliday will liaise with the Planning Department to obtain an update and report back to the Members. The National Trust are intending to start work on the Stiffkey Bridge construction in the Autumn. This matter will be placed on the next agenda for an update concerning planning.

11. SOCIAL MEDIA FACEBOOK AND WEBSITE

11.1 Social Media:- Cllr. R. Husain reported that there are seven followers on Instagram with 20 posts. The road closure information has helped keep people informed. The prepared advert for Social Media will go live once the new Website is in place.

11.2 Website:- Cllr. A. Hooper gave a report. Attached. Appendix B. It was **AGREED** that information will be placed on the new website informing residents on how they can collect their prescriptions.

12. BLAKENEY SURGERY

12.1 Cllr. A. Hooper gave a report. Attached. Appendix C. It was **AGREED** that the Clerk would write to Blakeney Parish Council, District Councillor Victoria Holliday and Duncan Baker MP to thank them for their hard work and commitment in their attempts to keep Blakeney Surgery open.

13. POLICE

13.1 SNAP:- The Chairman reported as follows:-

Computer aided dispatch (CAD): 241 across Jan - March 2024.

Slightly higher than the 3 year average.

Investigations : Welfare is the highest proportion at 18%, followed by Public Order at 16%. Of these 73% are in the Priory district which is Wells.

Speeding: the speed camera van has been mostly absent due to staff illness, but has recently re-started visits, with two prosecutions outside Binham Village Hall. PC Kentfield has been carrying out enforcement himself, including in Stiffkey.

Scams: a seminar was held at the Cottage Hospital which was successful. No crimes reported this quarter, but PC did point out that doesn't mean there were none as many go unreported.

The Park, Walk and Talk visible policing campaign has been deployed by PC Kentfield and colleagues as a way of improving visible policing around the area. They have had 93 sessions which equates to one per day.

13.2 Community Speed Watch Scheme:- The Chairman reported that a public meeting was held and eight volunteers have come forward

to form a Community Speed Watch Scheme in Stiffkey. Liaison with the Police concerning training will take place and it is hoped that the scheme will be up and running in the near future.

14. MAINTENANCE OF ASSETS

14.1 Asset Maintenance Schedule:- The Locum Clerk circulated the schedule of works required. The Members have carried out the most urgent work and the remainder of the work apart from the replacement of the oak post on the village sign is in progress. David Hooper has kindly offered to replace the post if the Parish Council purchase the oak post. It was **AGREED** that Cllr. A Hooper and David Hooper will purchase a new oak post with a budget of up to £200. This matter will be placed on the next agenda for an update. Thank you to all the Members who worked so hard to repair and clean the assets. Thank you also to David Hooper in advance of replacing the oak post.

14.2 Asset Register/Insurance:- The Locum Clerk reported that the street lighting and dog bins are missing from the insurance cover. The Locum Clerk also reported that the Parish Council are covering building contents, gates and fences, playground equipment, sports equipment, mowers and machinery which do not belong to them. It is illegal to insure equipment that does not belong to the Parish Council. It was **AGREED** that the Locum Clerk will have these items removed from the schedule and the missing items added when the insurance is renewed on 16th June, 2024. It was **AGREED** that the Locum Clerk would renew the annual insurance once a new quote has been received.

15. FINANCE

15.1 Annual Accounts for the year ended 31st March, 2024:- The Locum Clerk circulated the accounts and bank reconciliation to the Members. The annual accounts were **AGREED** and signed by the Chairman and Locum Clerk. The Clerk brought to the attention of the Members that no income was received for the Garden Plots in the financial year ended 31st March, 2024.

- 15.2 Annual Governance – Section 1 AGAR:-** The Annual Governance for the year ended 31st March, 2024 was completed and signed by the Chairman and Locum Clerk.
- 15.3 Accounting Statements – Section 2 AGAR:-** The Accounting Statement was circulated and **AGREED**. The Accounting Statement was signed by the Chairman and had been signed by the Locum Clerk prior to presentation at the meeting.
- 15.4 Certificate of Exemption – AGAR:-** The Certificate of Exemption was circulated, **AGREED** and signed by the Chairman and Locum Clerk.
- 15.5 Internal Auditor’s Report:-** Circulated. It was noted that all financial records are now in place.
- 15.6 Cash Book:-** The Clerk circulated the cash book made up to 30th April, 2024 which was **AGREED**.
- 15.7 Bank Statements:-** All Members signed the bank statements against the cash book at the 30th April, 2024.
- 15.8 Proposed Transport Scheme:-** Discussion is taking place to introduce a voluntary transport scheme to take residents to medical appointments and collect medication. This is important taking into account the imminent closure of Blakeney Surgery. This matter will be discussed further by the Healthy Stiffkey Working Group. The Clerk reported she has applied for two grants but, because the Parish Council is not a charity, this is proving difficult. Consideration needs to be given to whether the Village Hall Charity status can be used to obtain grant funding. Members asked the Locum Clerk for her advice on how many volunteer drivers she thought would be required for the scheme to work and the associated costs to help inform the Healthy Stiffkey Working Group at their next meeting. The Locum Clerk suggested 5 volunteers would suffice and advised that the volunteer drivers at Cromer Cares were reimbursed approximately £13 each for extra car insurance, £18 for DBS checks and 65p per mile for all trips undertaken. Any out of pocket expenses are also covered by Cromer Cares such as parking fees.
- 15.9** The following payments were **AGREED:-** **£**
- | | |
|---|--------|
| Clerk’s salary, office allowance and travel – February and March. | 540.36 |
| HMRC – Tax | 115.20 |
| Norfolk ALC – Annual Subscription | 87.56 |
| R. Canwell – Internal Auditor | 30.00 |

15.10 Parish Council Newsletter:- It was **AGREED** that a six monthly newsletter would be produced with information about the Parish Council. The Locum Clerk and Cllr. A. Hooper will prepare costs and report to the next meeting for ratification of the costs.

15.11 VAT Claim:- The Locum Clerk reported that she has claimed the VAT for the year ended 31st March, 2024.

16. DEFIBRILLATOR AND HEALTHY STIFFKEY WORKING GROUP

16.1 Cllr. J. Sugden reported that the Stiffkey Stores have agreed that the defibrillator can be installed at the gable end close to the air conditioning unit. It was **AGREED** that the Locum Clerk will write to the Manager and the owner of the building to obtain written permission for the installation. It was **AGREED** that Cllr. J. Sugden will meet with the electrician to confirm that the defibrillator unit will not be damaged by the heat from the air conditioning unit. It was **AGREED** that the Parish Council will contribute towards the use of the electricity and monthly inspections of the unit by the Stiffkey Stores staff in the sum of £120 per annum to be reviewed annually to take account of any increases. This will be included in the agreement between the Parish Council and the Manager. It was **AGREED** that Cllr. J. Sugden will take photographs of the site once agreed with the electrician in order that the Locum Clerk can apply for listed building consent. It was **AGREED** that the Locum Clerk will write to all the residents who contributed towards the fundraising to thank them and give an update on the progress. The letters will be delivered by hand. Cllr. J. Sugden will transfer the monies raised to date into the Parish Council's account with immediate effect. Thank you to Cllr. J. Sugden for all her hard work on the fundraising so far. The Locum Clerk reported that a License is required for the fundraising and the necessary forms and Declaration have been completed. It was **AGREED** that the Community First Responders would carry out CPR training and training on the use of the defibrillator. It was **AGREED** that any surplus monies from this round of fundraising would be granted to the Community First Responders as a contribution towards the CPR training once the defibrillator has been installed.

17. DARK SKIES POLICY

17.1 It was **AGREED** that details of the Dark Skies Policy will be included in the six monthly newsletter.

18. REPORTS

18.1 **Digital BT:-** Cllr. R. Husain reported that this was covered in the previous meeting and there was no further update.

18.2 **Community First Responders:-** Cllr. A. Hooper gave a report. Attached. Appendix D.

19. HIGHWAYS

19.1 **Temporary Road Closures:-** Circulated. Noted. It was **AGREED** that the Locum Clerk would write to Norfolk County Council expressing the Member's concerns over the random placing of the signs for road closures.

20. CORRESPONDENCE

20.1 The Locum Clerk read an email received from a member of the public complaining about dog mess outside his property. It was **AGREED** that the Locum Clerk would refer him to the Environmental Officer at North Norfolk District Council who will come out and issue fines.

20.2 **Norfolk ALC – Various:-** Circulated. Noted.

20.3 **The Rural Bulletin – Various:-** Circulated. Noted.

20.4 **Norfolk County Council – Norwich Western Link:-** Circulated. Noted.

20.5 **Environment Agency – Flood Prevention:-** Circulated. Noted.

20.6 **Norfolk County Council – Biodiversity Awards:-** Circulated. Noted.

20.7 **Save Benjamin Court:-** Circulated. Noted.

20.8 **Norfolk County Council – Modification Order 2024:-** Circulated. Noted. It was **AGREED** that the Locum Clerk would write to the previous Councillor who worked hard on obtaining this Modification Order.

21. DATE OF NEXT MEETING

The date of the next meeting was noted as Monday 29th July, 2024 at 7.00 pm in the Stiffkey Village Hall.

22. TO CONSIDER A RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC

AGREED.

23. PERMANENT CLERK

Julie Chance the Locum Clerk was asked to remain permanently by the Members. Julie Chance agreed to do so. It was **AGREED** that Julie Chance will be the permanent Clerk to Stiffkey Parish Council with immediate effect. A new Contract of Employment will be drawn up for consideration.

There being no other business the Chairman closed the meeting at 9.15 pm.

.....
Chairman

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Date

District Cllrs Report April 2024

From NNDC

Planning

The current phase of the new Local Plan examination is complete. There may be modifications to the plan coming out of these hearings which will go out to public consultation and possibly another round of Hearings. The new Local Plan hopefully will be finalised by the autumn.

Benefits

The Household Support Fund has been extended to September 2024. This helps the most vulnerable households with the cost of essentials. NNDC operates an emergency support fund for help with grocery costs.

From 6th April it will be easier to obtain a Debt Relief Order which means more residents can access debt relief.

There will be 53 Mondays in the financial year 24/25 which means those on Universal Credit miss out on a week's Housing Costs.

Almost £100k has been allocated in Discretionary Housing Payments to support tenancy issues, homelessness prevention and to support people to stay within the community.

Housing

NNDC Cabinet has just approved a new Housing Strategy to provide a framework for the delivery of housing to meet the District's need.

A new Housing Allocations Policy will be going out for consultation shortly. This will make the allocation of social housing fairer and hopefully simpler, but you will be able to give us your views.

The Task and Finish Group on finding solutions to reduce homelessness in North Norfolk will be reporting its findings May/June. We've had stimulating discussions with various organisations from the Eastern Landlords Association to Emmaus.

Eligibility criteria for warm homes grants have been simplified. These are for homes with energy ratings of D-G. This is well worth applying for: get in touch with me if you're interested.

Finance

A new Economic Growth Strategy has been adopted.

Environmental Services

The new waste rounds which started April 8th seem to have gone quite well so far. You can contact Serco on 03301099220 or norfolkwaste@serco.com, or get in touch with me with problems.'

Other news

Blakeney Surgery

The decision whether or not to close Blakeney Surgery will be made on May 7th at a virtual meeting of the Integrated Care Board's Primary Care Commissioning Committee. We have written to the Secretary of State for Health to ask for her intervention against the proposed closure.

Digital switchover

This is an industry led switch to digital landlines with the old analogue lines switched off by the end of 2025.

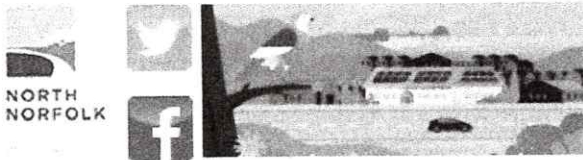
To be sure, vulnerable customers, ie those who are dependent on landlines, need to contact their provider about they should be preparing for this change. I would encourage you to reach out to those who you think are in this category.

I am arranging a meeting with BT to talk about mobile coverage in hard to get villages.

Broadband connectivity

I have been in touch with Openreach to ascertain what their plans are for full fibre roll out to the villages which are not connected. It's very difficult to actually get hold of the build teams in the local area so I'm having to work through the Executive Complaints and Escalations Team!

Victoria Holliday
District Councillor
Coastal
07557054629



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Think before you ink - do you really need to print this?

Agenda Item 11.2**Website Report**

The process of shifting to a gov.uk domain will be initiated once our membership to NALC is confirmed. The work that will need to be undertaken is not insignificant and will be done over a period of time. There will, initially, be a focus of ensuring that the PC is legally compliant, and that the legal minimum is in place as a matter of priority. There is considerable work required in moving files across, not least because of how the current website was set up. The opportunity will be taken to try and archive and use a file manager add on to organise and store data. Legal accessibility requirements could also be a challenge, but this can be dealt with if necessary.

There are likely to be some costs associated with this in terms of domain names, hosting and add-ons. At this stage, these costs are not known.

Blakeney Surgery Report

Despite best efforts and an intensive campaign, the ICB took the decision to approve the closure of Blakeney Surgery. This will be undertaken within a six-month timeframe and sooner if Holt Medical Practice can get medicine collection in place.

It was a huge disappointment to see the ICB put the business decision of Holt Medical Practice above the concerns and needs of patients. The campaign group attended the meeting of the ICB to give representations, but it was quite clear that they had already made up their minds.

The campaign group have put together an application to the Secretary of State to ask that she use her powers of 'call in' to investigate further the governance around the decision of the ICB. It is not clear how long this process will take and what the outcome will be.

The decision by the ICB is likely to have a significant impact on the 50% of the village who are registered with Holt Medical Practice. The PC needs to be mindful of this.

I would like to propose that we ask Julie, (as Clerk) on our behalf, to write to Blakeney Parish Council, Cllr Victoria Holliday, elected member Coastal Ward and Duncan Baker, MP. They fought long and hard and devoted significant amounts of time to this on behalf of not only Blakeney, but our village as well.

Proposed Text:

On behalf of Stiffkey Parish Council, I would like to extend our thanks and appreciation for your hard work and commitment in your attempts to keep Blakeney Surgery open. It was a bitter disappointment to learn of the ICB's decision and it feels an unjust given the importance of this service to our communities.

As a Parish Council, we remain committed to supporting any efforts in terms of medicine collection and provision of services in Blakeney. Should you require our support or assistance moving forward, please do not hesitate to get in touch.

The PC to publish on the website the campaign group brief on how to access medication

Agenda Item 18.2

Community First Responders Report

Details were covered in the CFR report as part of the APM. This report only covers April .

20 shifts and a period of 111 ½ hours. A total of four call outs

2 x falls – 1 a possible TIA and 1 on the ground for more than 15 hours

1 x heart attack

1 x fall after hip operation. Dealt with by CFR's and no Ambulance required

FREC 4 training.

The CFR initiative began as a response to very poor ambulance response times. This remains. FREC 4 training gives more skills and would ultimately enable the CFR to be part of an ambulance crew. The higher level of knowledge, while it does not change the current CFR scope of practice, gives a higher level of expertise and better informs decision making during emergency calls.

It is hoped that if CFR's have additional skills the Ambulance Service can utilise them more effectively, given how poor our ambulance response times are.

AH to attend next Ambulance Response Time Meeting on 29th May.